

SkateSafe® Compliance Verification Guide

OVERVIEW:

This document outlines the types of compliance items that are required for Participants and the compliance items that may be manually verified during the check-in procedure for all registered Participants and event personnel which will include, but is not limited to, volunteers, medical personnel, coaches, officials, and athletes. This document includes a matrix below with photograph examples of what may be accepted.

U.S. Figure Skating and/or the U.S. Center for SafeSport may audit any U.S. Figure Skating event, program, or activity at any time to verify compliance with the requirements within this document and other U.S. Figure Skating/Learn to Skate USA® rules and policies. These random audits may occur either in person or through a digital request for event information.

Failure to abide by the requirements within this document may impact a club/program's (organizer) active status within U.S. Figure Skating or Learn to Skate USA®. Disciplinary action for failure to abide by these requirements may include, but is not limited to, removing an organizer, club, or program's ability to host a U.S. Figure Skating, Compete USA or Learn to Skate USA® event, program or activity in the future.

SECTION 1: COMPLIANCE REQUIREMENTS FOR COACHES

Coaches are required to have the following items completed and verified for participation:

1. U.S. Figure Skating Membership
2. U.S. Figure Skating Core Coach Certification
3. Member of U.S. Figure Skating Coach I.C.E.
4. U.S. Center for SafeSport Training
5. U.S. Figure Skating Background Check (18 years and older)
6. U.S. Figure Skating Coaching Standards of Professionalism
7. U.S. Figure Skating Waivers
8. Coach Liability Insurance

The following items are the only items that may be manually verified at check-in should the Compliance Report Tool and/or EMS show that a coach is missing one or more of these items:

1. U.S. Figure Skating Compliance Card: Verify that the expiration date is passed the event, and that the role the Participant is in is marked as compliant.
2. U.S. Figure Skating Core Coach Certification: Verify that the certification was completed prior to the start of the event date.
3. U.S. Center for SafeSport Training: Verify that the certificate of completion has a date that is no more than 1 year prior to the event date.
4. Coach Liability Insurance: Verify that the policy includes limits of \$1 million per occurrence/\$5 million aggregate with an expiration date passed the event. This policy may be from any carrier.

Event organizers are not authorized to manually verify U.S. Figure Skating Membership, Coach I.C.E., U.S. Figure Skating Background Check, U.S. Figure Skating Coaching Standards of Professionalism, and/or U.S. Figure Skating Waivers.

SECTION 2: COMPLIANCE REQUIREMENTS FOR LEARN TO SKATE USA® INSTRUCTORS

Learn to Skate USA® Instructors are required to have the following items completed and verified for participation:

1. Learn to Skate USA® Membership
2. Learn to Skate USA® Instructor Certification
3. U.S. Center for SafeSport Training (18 years and older)
4. U.S. Figure Skating Background Check (18 years and older)
5. U.S. Figure Skating Waivers

6. Coach Liability Insurance (if teaching private lessons)

The following items are the only items that may be manually verified at check-in should the Compliance Report Tool and/or EMS show that a coach is missing one or more of these items:

1. U.S. Figure Skating or Learn to Skate USA® Compliance Card: Verify that the expiration date is passed the event, and that the role the Participant is in is marked as compliant.
2. U.S. Center for SafeSport Training: Verify that the certificate of completion has a date that is no more than 1 year prior to the event date.
3. Coach Liability Insurance: Verify that the policy includes limits of \$1 million per occurrence/\$5 million aggregate with an expiration date passed the event. This policy may be from any carrier.

Event organizers are not authorized to manually verify Learn to Skate USA® Membership, Learn to Skate USA® Instructor Certification, U.S. Figure Skating Background Check, and/or U.S. Figure Skating Waivers.

SECTION 3: COMPLIANCE REQUIREMENTS FOR VOLUNTEERS

Volunteers who have Regular Contact with Minor Athletes are required to have the following items completed and verified for participation:

1. U.S. Figure Skating or Learn to Skate USA® Membership
2. U.S. Center for SafeSport Training (18 years and older)
3. U.S. Figure Skating Background Check (18 years and older)

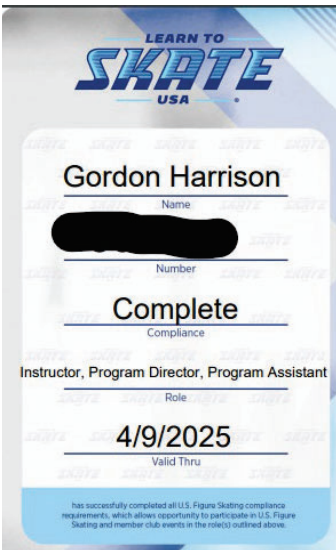
The following items are the only items that may be manually verified at check-in should the Compliance Report Tool and/or EMS show that a coach is missing one or more of these items:

1. U.S. Figure Skating or Learn to Skate USA® Compliance Card: Verify that the expiration date is passed the event, and that the role the Participant is in is marked as compliant.
2. U.S. Center for SafeSport Training: Verify that the certificate of completion has a date that is no more than 1 year prior to the event date.

Event organizers are not authorized to manually verify U.S. Figure Skating or Learn to Skate USA® Membership and/or U.S. Figure Skating Background Check.

SECTION 4: COMPLIANCE MATRIX

The following contains examples of what is acceptable to be manually verified in the case of a Participant missing a compliance item in either the Compliance Report Tool and/or EMS.

<p>COMPLIANCE CARD – U.S. FIGURE SKATING</p>	
<p>COMPLIANCE CARD – LEARN TO SKATE USA®</p>	
<p>U.S. FIGURE SKATING COACH CORE CERTIFICATION</p>	

SAFESPORT™ TRAINING



 U.S. CENTER FOR
SAFESPORT™
TRAINED

HEREBY RECOGNIZES
Hannah Ingalls
hingalls@usfigureskating.org

FOR THE SUCCESSFUL COMPLETION OF:
SafeSport Trained

COMPLETION DATE:
10/26/2022

7fd29e82-7518-4f33-97d6-ec5e71da9020



 U.S. CENTER FOR
SAFESPORT™

HEREBY RECOGNIZES
Hannah Ingalls
hingalls@usfigureskating.org

FOR THE SUCCESSFUL COMPLETION OF:
**Refresher 1: Recognizing and
Reporting Misconduct**

COMPLETION DATE:
09/26/2023

b1a63db9-8499-4793-a935-9ead84c8f848



CERTIFICATE OF
ACHIEVEMENT



 U.S. CENTER FOR
SAFESPORT™

HEREBY RECOGNIZES
Hannah Ingalls
hingalls@usfigureskating.org

FOR THE SUCCESSFUL COMPLETION OF:
**Refresher 2: Preventing
Misconduct**

COMPLETION DATE:
09/04/2024

005f6582-d270-41d2-bc80-b1bea04c35f7



CERTIFICATE OF
ACHIEVEMENT

U.S. FIGURE SKATING PROCEDURES FOR EVENT ORGANIZERS





HEREBY RECOGNIZES
Shelbi Meyer
smeyer@usfigureskating.org


FOR THE SUCCESSFUL COMPLETION OF
Refresher 3: Creating a Positive Sport Environment

COMPLETION DATE
06/03/2024

62858e07-5c25-4b62-988e-64ee8c88bd93



LIABILITY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
[REDACTED]		NAME: [REDACTED]	
[REDACTED]		PHONE: [REDACTED] Ext: [REDACTED] FAX: [REDACTED]	
[REDACTED]		ADDRESS: [REDACTED]	
INSURED		INSURER(S) AFFORDING COVERAGE	
[REDACTED]		INSURER A: [REDACTED] NAIC # [REDACTED]	
[REDACTED]		INSURER B: [REDACTED]	
[REDACTED]		INSURER C: [REDACTED]	
[REDACTED]		INSURER D: [REDACTED]	
[REDACTED]		INSURER E: [REDACTED]	
[REDACTED]		INSURER F: [REDACTED]	

COVERAGES **CERTIFICATE NUMBER:** PH-USFS-007087 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (IND. YES)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		[REDACTED]	10/13/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ex. occurrences) \$ 500,000
A						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 5,000,000
						PRODUCTS - COMP/OP AGG \$ 1,000,000

GENL AGGREGATE LIMIT APPLIES PER:
 POLICY OCC LOC

QUESTIONS ABOUT VERIFYING COMPLIANCE ITEMS MAY BE DIRECTED TO SKATESAFE® BY EMAILING SKATESAFE@USFIGURESKATING.ORG